

Introduction

The "How to Add a Seller User" Quick Reference Guide is designed to provide a Vendor the minimum steps necessary in adding a Seller User to their profile.

Pre-requisites

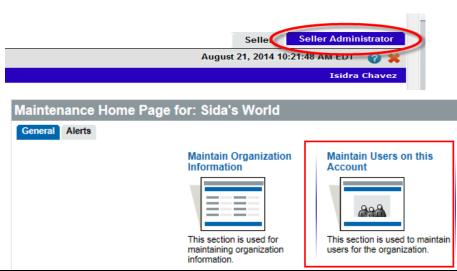
A Vendor must have the Seller Administrator role.

Steps

Step 1:

- a.) From the home screen once logged in, select the Seller Administrator tab located at the top, right hand corner of the screen.
- b.) Click on the Maintain Users on this Account icon.

Note: Seller Admins. can determine whether the user is already set up in the system or whether adding the user is required.



Step 2:

The User Maintenance search page displays.

a.) Click the **Add User** button.





